



JOB DESCRIPTION

Title: **CENTRAL CONTROL OPERATOR**
Department: Power
Class Code: 7260
FLSA Status: Non-Exempt
Effective Date: January 15, 1985 (Rev. 07/2008)
Grade Number: 22

GENERAL PURPOSE

Under general supervision from the Sr. Central Control Operator; monitors and controls the transmission and distribution systems of Murray City Power, remotely starts/stops and controls the hydro- electric generating plant, and the Gas Turbine Generation Station (GTGS). Remotely monitors City's water wells and sewer lift stations. During outage situations, dispatches crews to affected locations, uses ArcView (GIS) to assist assigned personnel in isolating problem areas to restore power. Prepares switching procedures for routine as well as emergency switching. Uses the PC spreadsheets to log outages, monthly load patterns, and generation patterns. Coordinates power supply needs and surpluses with the UAMPS Power Exchange, and operation of generation facilities.

EXAMPLE OF DUTIES

- *-- Uses SCADA system to remotely monitor the transmission and distribution systems of the Power Department.
- *-- Uses SCADA system to remotely monitor and operate the Hydro Electric Plant and other forms of generation owned and operated by Murray City Power.
- *-- During outage situations, dispatches necessary line construction crews, forestry crews, and substation technicians to affected areas to resolve the problems. Uses ArcView (GIS) to assist in the location of problems and the preparation of switching procedures to restore power as quickly as possible while maintaining the safety of the field crews.
- *-- Prepares routine switching procedures for transmission, substation, and distribution systems for maintenance and additions to facilities. Issues Line Clearances to field crews to ensure the safety of the crews.

- *-- Uses the PC to retrieve load data from UAMPS and download in usable spreadsheets in order to establish usage patterns. Uses this data with future weather forecast to predict future energy requirements. Initiates the limited purchase and/or sale of electrical power on the UAMPS Power Exchange within the constraints of the City's risk management policies, to balance loads with resources.
- *-- Uses PC spreadsheets to log the generation plants emissions in accordance with EPA requirements. Ensures that during operation of the generation plant, the established guidelines for run time and emissions levels are kept in compliance.
- *-- Uses SCADA system to monitor the Water and Sewer departments wells and lift stations on an after hours basis. Dispatch the appropriate Water and Sewer Department personnel when needed.
- Operates all generation units remotely and/or manually on an as needed basis in order to fulfill the requirements of Murray City, UAMPS and any other power purchaser.
- May assist the Substation Technicians on an occasional basis for purpose of familiarity training in the maintenance of the substations and generation facilities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and one (1) year experience in electrical utility dispatching OR two (2) years of a combination of electrical theory and computer experience OR any equivalent combination of education and experience.

Special Requirements

- Will be required to work rotating shifts and/or various fixed shifts, to include weekends and holidays. Must possess good color vision.

Necessary Knowledge, Skills and Abilities

- Working knowledge of load forecasting in relation to facilitating the purchasing and selling of electrical power. Working knowledge of electrical theory and systems, including transmission and distribution. Working knowledge of substations, including electronic relaying, regulators and breakers. Working knowledge of PC and spreadsheets. Working knowledge of various types of electrical generation. Familiarity with OSHA safety requirements as it applies to the electrical industry.

- Ability to communicate effectively with field crews via radio. Ability to communicate effectively with customers, via telephone, to deal with their problems and concerns. Ability to remain calm in an emergency situation and to dispatch crews effectively but maintaining the highest level of safety, while restoring the power in an expedient manner. Ability to adapt to changes in work schedules and rotating shifts. Must possess a willingness to work in various areas of electrical substation and generation maintenance and operational functions.
- Ability to communicate with other power entities via the computer. Ability to prepare spreadsheets and use these in load forecasting. Ability to project load patterns and recommend purchases and sales of power within the UAMPS power exchange program.

TOOLS & EQUIPMENT USED

- Monitoring system, personal computer including word processing, spreadsheet and specialized software; radio; phone, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.

-- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of job